

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 22 May 1952

FROM : Chief, Language Services Division, O/TR

SUBJECT: Progress Report for Week of 19 May through 23 May 1952

1. A conference was held on May 17 with [] to acquaint him with the language problems at the Agency and the means adopted toward their solution. He was shown the laboratory audio-visual installations, listened to some of the recordings used for student training and had an opportunity to have a complete briefing on the audio-visual means in our general training program.
2. Steps were completed to arrange for a continuation of the [] reading courses over a period of approximately three to four months at the [] Enrollment will be on the basis of demonstrated superior capability and achievement.
3. The [] reading course) will start on Monday, May 26, and comprise about 12 students.
4. []
5. It has been ascertained that Mr. [] of [] [], will be prepared to submit a bid for the development audio-visual mobile units and that we shall be in a position to complete contractual arrangements by the middle of June, at the latest.
6. A replacement has been found on a temporary basis for [] the course in Introductory [] was interrupted only for one week as a result of [] being called to active duty.
7. Four applications for outside training were reviewed and approved.
8. A conference was held with representatives of the [] to arrange for []
9. The amendment to the existing contract with [] [] has now been signed to permit the coverage of various additional services not originally included in the contract.

25 YEAR RE-REVIEW

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10. Preliminary conversations have been held with Communications concerning the introduction of a language training program in their training center in the country.
11. A proposal has been submitted for the preparation of film strips for language training with a special objective of having material ready for a possible program in English training abroad for defectors.
- 25X1 12. OSO conducted a special lecture in the language laboratory given in [] and which was simultaneously interpreted into English. This represents a new adaptation of the language laboratory installation and is likely to prove increasingly useful for similar work.
13. The four language survey questionnaires were distributed.
14. Five additional students have been enrolled for inside language training by means of the laboratory facilities.
- 25X1 15. For the week ending 17 May, a total of [] student hours was recorded in the laboratory. If the contact hours are estimated at the same rate as those of commercial schools, this represents a saving of over \$1,000.

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